



Quotation

例子 SAMPLE

Event Name: Graduation Ceremony(1 Day 1 Performance Show)

Event Dates: 01/08/2026

From	To	Particulars	Subtotal (HK\$)
Venue Rental			
2026-08-01 07:00	2026-08-01 09:00	Set up	\$8,200.00 x 0.500 Session 4,100.00
2026-08-01 09:00	2026-08-01 13:00	Performance(NGO)	\$17,500.0 x 1.000 Session 17,500.00
Subtotal:			21,600.00
Other Charges			
2026-08-01	2026-08-01	Stage 5m(D) x 10m(W)	\$16,000.0 x 1.000 Provision 16,000.00
2026-08-01	2026-08-01	Floor mat (waived)	\$0.00 x 1.000 Set 0.00
2026-08-01	2026-08-01	Additional arena seating	\$15.00 x 400.0 PCS 6,000.00
2026-08-01	2026-08-01	Black/Red curtain	\$6,500.00 x 1.000 Provision 6,500.00
2026-08-01	2026-08-01	Event backdrop	\$4,500.00 x 1.000 each 4,500.00
2026-08-01	2026-08-01	Basic stage light (without operator)	\$5,000.00 x 1.000 Day 5,000.00
2026-08-01 18:00	2026-08-01 22:00	PA System	\$2,200.00 x 4.000 hour 8,800.00
Total :			68,400.00

TOTAL HKD SIXTY-EIGHT THOUSAND FOUR HUNDRED ONLY

1. Additional charge will be implicated if there are any banners (e.g. sponsors brand) or advertisement displayed in the event or commodities sales. (e.g. souvenirs sales, posters, CD, etc.)
2. The 15% of Total Box Office Income per performance will replace \$27,000 of the venue rental cost (or minimum \$27,000) if the 15% of Total Box Office Income is higher. The maximum charge on such replacement for each performance is \$55,000.(e.g.: if the 15% of Total Box Office Income of one performance is \$50,000, an additional cost of \$50,000-\$27,000, i.e. \$23,000 will be charged)
3. Stage mat charge will be waived while stage rental is applied.

Payment Details	Amount (HK\$)	Payment Date
1st Payment	13,680.00	2/9/2025
2nd Payment	41,040.00	1/3/2026
3rd Payment	13,680.00	1/6/2026



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